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Graduate Admission and Advising

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**Wright State
University**

**College
of Education**

Graduate Admission and Advising



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Dear Graduate Student:

Welcome to the College of Education. We hope that your work in our graduate program is pleasant, worthwhile, and provides you with opportunities to advance in your chosen profession.

This pamphlet will be helpful to you as you undertake your graduate studies. It consists of two basic parts. First, there is a summary of the procedural steps necessary for the completion of a graduate program. You may wish to use this as a checklist to avoid delays in the completion of your program. Second, there is a series of frequently asked questions about graduate programs in the College of Education. I think you will find these questions and their answers useful in assisting you to complete your studies without confusion.

In addition to this pamphlet, the faculty and staff of the College of Education will be happy to help you plan your program and smooth out the administrative details associated with its completion. Feel free to talk with your faculty adviser, the director of graduate studies in education, the divisional directors, or with me. We will be pleased to assist in any way we can.

Sincerely,

A handwritten signature in cursive script, reading "Roger G. Iddings". The signature is written in dark ink and is positioned above the printed name and title.

Roger G. Iddings
Dean

Procedural Steps in a Graduate Education Degree Program

1 Admission to the School of Graduate Studies

- a) Complete the application for admission to the graduate school which may be obtained from the Office of Admissions, 124 Student Services, or the School of Graduate Studies, 106 Oelman Hall.
- b) When notified of admission, contact the Office of Graduate Studies, College of Education, 320 Millett, 873-3086, to arrange for CORE advising.
- c) Confer with the program adviser as soon as one is assigned. The purpose of this conference is to plan a Program of Study for the degree.

2 Completion of College of Education Admission Requirements

- a) Complete the four CORE courses.
- b) Complete the Miller Analogies Test.

3 Admission to candidacy in a degree program

- a) Complete the program selection and retention process. This process varies with each program. Specific descriptions may be found in the *Graduate Catalog*.
- b) Confer with the adviser at the completion of twenty-four quarter hours of credit in order to select and contract for the type of final evaluation.
- c) File this contract in the Office of Graduate Studies, College of Education, 320 Millett Hall.

4 Graduation

- a) Candidates will receive a pregraduation checklist at the completion of thirty-six quarter hours. Any discrepancies should be called to the attention of the Office of Graduate Studies.
- b) Successfully complete the final evaluation.
- c) Apply for graduation in the Office of the Registrar at least one quarter before graduation. Check the *Graduate Catalog* for the deadline dates.
- d) Candidates must be registered for at least one hour during the quarter of graduation.
- e) Formal graduation ceremonies are held once a year in early June.

Questions Often Asked about Graduate Programs in Education

1 What is CORE?

CORE is the name given to the graduate admissions procedure initiated by the College of Education in 1972. The impetus for the college's search for a new graduate admissions procedure came from a study of the low correlation coefficients obtained among undergraduate grade point averages, the Miller Analogies Test (MAT) scores, and success in graduate work. CORE is designed to evaluate and predict graduate program success based upon the performance of students in the first twelve hours of graduate course work.

CORE consists of the initial four graduate courses *required before* one is admitted to a graduate program in the College of Education.* It is a competency-based program which directly relates a student's present achievement level with entry into a master's degree program. The initial four courses are designed so that the concepts and skills derived from these courses will be foundational experiences for later course work in the graduate program.

2 Which four CORE courses must I complete?

- a) Most students will need to complete:
 - ED 601-Communication in Education
 - ED 704-Introduction to Foundations of Education
 - ED 751-Educational Statistics I
 - ED -A specified course in your major
- b) Student with a personnel counseling major will need to complete:
 - ED 601-Communication in Education
 - EC 751-Educational Statistics I
 - ED -Two specified courses depending upon your concentration

* Admission to the Master of Rehabilitation Counseling program is based on different procedures. Contact the coordinator of rehabilitation education for an outline of these procedures.

3 May I take other courses before the completion of CORE?

No. The CORE procedure is an admissions procedure required for entry into College of Education graduate programs. The CORE courses provide the foundation for other graduate course work.

Exceptions:

- a) Students working on both a master's degree and certification may take other courses applying directly toward certification.
- b) Students who have submitted a written request and explanation to the director of graduate studies, 320 Millett Hall, and have received written permission.

4 What grade must I achieve in the CORE courses?

A grade of B or better is required in each CORE course. If necessary, a student is permitted to repeat any two CORE courses once. Records for students not meeting these requirements will be sent to the CORE committee for review and action.

5 Whom do I see for information before admission or before I am assigned an adviser?

You may telephone the College of Education, Office of Graduate Studies, 320 Millett Hall, 873-3086, for information or to arrange an appointment.

6 How do I register for CORE courses?

You will need to complete the requirements for admission to the graduate school. Application materials may be obtained from and filed with the admissions office, 124 Student Services, located between Allyn and Millett Halls. The requirements for admission are listed in the *Graduate Catalog*.

After the admissions procedures are completed you will receive a letter of acceptance. At that time you may call the Office of Graduate Studies in Education, 873-3086, for a CORE advising appointment and Authorization to Register form.

7 What happens at a CORE advising appointment?

You will receive information about program options and degree requirements, an explanation of the CORE procedures, a registration form, and help with your initial registration.

8 When are the CORE courses offered?

The common CORE courses, ED 601, ED 704, and ED 751, are offered each quarter, usually with a choice of two sections. Most of the other CORE courses usually have one section every quarter.

Most graduate education courses are offered after 4:20 pm. These courses may meet once or twice a week as indicated in the quarterly schedule of classes.

9 What are the three common CORE courses all about?

ED 601-Communication in Education

This course is designed to acquaint students with both intrapersonal and interpersonal transactions. The objectives include the development of self-directed behaviors and the ability to facilitate self-expression. Small groups may be used as learning laboratories for development in effective communication and personal growth.

ED 704-Introduction to Foundations of Education

This course deals with the philosophical, sociological, psychological, and historical foundations of education. Basic models of teaching are considered as they relate to differing philosophies of education, learning theories, sociological implications and forces, and the history of the educational institution.

ED 751-Educational Statistics I

This course provides a base for individuals to:

- a) become consumers of general research.
- b) increase their understanding of various technical reports.
- c) use statistics appropriately and accurately in everyday work.
- d) calculate and utilize terms such as: mean, t-score, standard deviation, percentile rank, etc.

10 When do I receive an adviser?

An adviser in your field of concentration is assigned by the Office of Graduate Studies, College of Education, after the third week of your initial quarter. When you receive notification of your adviser, you should arrange for an appointment with the adviser as soon as possible. You and your adviser will plan your Program of Study and discuss the program requirements.

11 Why do I need to take the Miller Analogies Test (MAT)?

This test can be taken any time before the completion of the four CORE courses. The MAT scores are needed by the Office of Graduate Studies for statistical data base comparisons and research. The scores and group means are also used to supply information for North Central and Ohio Department of Education accreditation. Admission and retention in a graduate program is not dependent upon the attainment of a specific score.

12 Where do I sign up to take the MAT?

Call the University Testing Service, 873-2172, to set up an appointment to take the examination. The MAT is scheduled monthly on a Wednesday afternoon at 4:30 pm in 109 Oelman Hall. The test takes approximately one hour to complete. There is a \$7 registration fee which is payable at the time of the examination.

13 What is candidacy?

A graduate student becomes a candidate in a degree program in the College of Education upon completion of twenty-four credit hours of course work applicable to his/her approved planned Program of Study and the completion of the specific selection and retention requirements of the degree program. The selection and retention requirements vary from program to program, and the student should consult the *Graduate Catalog* for the specific requirements.

14 What is the final evaluation?

The student has several options for a final evaluation. These options are described in the *Graduate Catalog*. You will need to discuss this matter with your adviser to find the appropriate option for your career goals. A contract will be developed and filed with the Office of Graduate Studies in Education. With the adviser's consent, a student may change the final evaluation choice up to the completion of thirty-six hours of graduate degree credit.

15 How do I make sure I don't miss a requirement?

The graduate student is responsible for keeping a record of his/her progress. You may wish to use the procedural steps listed in the front of this pamphlet as a check sheet. In addition, you will have a copy of your planned Program of Study which may be used as a check sheet for specific course requirements. Finally, as a service to our graduate students, the College of Education provides the candidates with a pregraduation checklist at the completion of thirty-six credit hours. Any differences between your records and the pregraduation checklist should be discussed with the Office of Graduate Studies in Education immediately.

16 What is a Program of Study?

A Program of Study for your specific program is developed in a conference with your adviser. This Program of Study becomes a contract spelling out as completely as possible the precise requirements for your degree. The Program of Study should be filed with the Office of Graduate Studies before the completion of twelve credit hours of CORE courses.

The Program of Study is subject to modification as you progress, but all changes must have the adviser's prior approval and be communicated in writing to the Office of Graduate Studies in Education.

17 How many credit hours may I transfer?

All transfer credit is subject to adviser and program approval. Normally, the maximum a student may transfer is twelve quarter hours of course work with a grade of B or better from an accredited university. It will be reviewed by your adviser to determine its appropriateness to your particular degree, and whether or not it meets the specific requirements of the School of Graduate Studies regarding transfer credit.

18 Will workshops count toward my degree?

Yes. They will count as electives provided they are appropriate to your specific degree program. Workshops do not substitute for specific degree requirements and will apply only as elective credit when appropriate to your program. Consult your adviser concerning the use of workshop credit.

19 Whom do I see about teacher certification?

You will need to check with the Teacher Certification Advising Office, 321 Millett Hall, 873-2993. A certification specialist will analyze your transcript in relation to the Ohio Department of Education's certification requirements. A Program of Study for teacher certification will be outlined and given to you.

20 Whom do I see about additional or dual graduate certification requirements?

You may schedule appointments with the following individuals depending upon the type of certification:

- a) *Administration and Supervision*
Director of the Division of Educational Leadership and Human Services, 322 Millett Hall, 873-2332
- b) *Reading Supervision*
Director of the Division of Teacher Education, 322 Millett Hall, 873-2332
- c) *School Counseling*
Coordinator of Counseling Education, 374 Millett Hall, 873-2075

21 What do I need to do if I decide to change my major?

You will need to come in to the Office of Graduate Studies and fill out a Change of Major form. This form is then reviewed by the program staff and in most cases approved.

22 Where do I go for career placement services?

A Career Planning and Placement Office is located in the Student Services building. Counselors are available to help with your planning, and prospective employers interview throughout the academic year. Please call this office, 873-2556, for information relative to application forms and services available.

23 Are graduate assistantships available in education?

Yes. A limited number of assistantships are available each academic year for qualified graduate degree students. A graduate assistant will work with a professor for the faculty of a program area on tasks such as the following: library research, simple statistical analysis, small group work, tutorial instruction, coordination and/or preparation of instructional materials, etc.

The graduate assistant earns a stipend which is paid monthly. Current rate for the academic year is \$3,050. Tuition for the assistant is waived for the three quarters of the academic year, and either the summer quarter before or after the assistantship takes effect. A service fee (currently \$7 per credit hour) must be paid by the graduate assistant.

If you are interested, applications may be picked up either in the School of Graduate Studies office, 106 Oelman Hall, or in the Office of Graduate Studies in Education, 320 Millett Hall.

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